

7 November 1957

MEMORANDUM FOR: Chief, Document Division, OCR

FROM: Vice Chairman, NIS Committee

SUBJECT: Classification of NIS Binders

REFERENCE: Your memorandum of 22 October 1957 to
Chairman, NIS Committee, same subject

1. The information presented in the Foreword of each NIS volume is classified CONFIDENTIAL, but it is not so marked as it is an integral part of the front NIS binder section which carries a classification of SECRET. When not in use to bind a number of NIS units into a single volume, which is the purpose of the NIS binders, the binder cover containing the Foreword should be treated as "Confidential."

2. The classification "Secret" is imprinted on the front binder section because most bound volumes of NIS will contain NIS units bearing that classification. If a bound volume does not contain any NIS units bearing a classification higher than "Confidential" the classification on the binder may be changed accordingly. The usual practice is to tape over the imprinted classification, with the new classification stamped on the tape. This may also be done when the binders are considered separately, i.e., when not actually being used to bind NIS units.

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